

Request for Proposals # S00R0400012
Maryland CDBG Guidebook
Questions & Responses 2
March 30, 2010

This list of Questions and Responses is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential offerors, are not binding on the State, unless the State expressly amends the RFP through an addendum. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the potential offeror asking the question as to what the contract does or does not require.

Questions and Responses

Question: Will a prime MBE vendor still be required to meet the 25% MBE goal?

Answer: Yes, even if a vendor is a prime MBE, the 25% subcontracting goal is still required.

Question: When will the contract be awarded and product be due?

Answer: The contract is anticipated to be in place around the end of May with product due at the end of August or first part of September. Implementation training is in September.

Question: Will DHCD CDBG staff be available for meetings to take place regarding the product when award is made? How many staff will be provided?

Answer: Yes, when the award is made, staff will be available to spend adequate time to answer questions and give guidance. This is a slower time of year for the staff. There will be approximately 5 staff members available to help.

Question: Is the current Guidebook copyrighted?

Answer: No, it is not.

Question: Concerning the regulations and letters HUD provided, can those be made available?

Answer: A combination can be.

Question: Do you expect a single pdf document for the final product?

Answer: You can submit a single pdf document that you can scroll through, broken down by chapters.

Question: Who will be the main CDBG contact person that the contractor will work with?

Answer: Anne Stringer of the CDBG staff, who is the contract manager.

Question: We understand that you want the final version in both pdf and word format. What word version do you have?

Answer: Microsoft Office Word 2003.

Question: On the MBE reports required by the vendor once the contract is in place, who would be completing them?

Answer: Our MBE office will be collecting them from the prime vendor, and will then send to the subcontractor for completion and signature.

Question: Does this solicitation have a Small Business Reserve requirement?

Answer: No, it does not.